

## **INSTRUCTIONS FOR SUBMITTING AN DIGITAL BOUNDARY FOR LAND DISTURBING ACTIVITIES**

SCDHEC-OCRM requires an AutoCAD .DWG file showing the project boundary (i.e. area of disturbance) for all land disturbing activities within 0.5 (one-half) mile of a receiving waterbody and/or greater than or equal to 1.0 acre in size. The boundaries are necessary for the agency's Coastal Zone Consistency reviews. The .DWG files should be prepared and submitted using the protocols indicated below.

**IT IS EXTREMELY IMPORTANT THAT BOUNDARIES BE CORRECT WHEN SUBMITTED AS THEIR APPROVAL HAS BEARING ON ELIGIBILITY FOR PUBLIC NOTICE. FAILURE TO PROVIDE CORRECT BOUNDARIES, MEETING ALL SUBMISSION REQUIREMENTS, CAN RESULT IN BOUNDARIES BEING REJECTED UNTIL CORRECTIONS ARE MADE. THIS, IN TURN, CAN RESULT IN PROCESSING DELAYS. SCDHEC-OCRM STRONGLY ENCOURAGES ALL APPLICANTS TO READ AND UNDERSTAND THE SUBMISSION REQUIREMENTS LISTED BELOW, AND TO ASK QUESTIONS IF ANY OF THE REQUIREMENTS ARE UNCLEAR. WE WILL MAKE ALL ATTEMPTS TO ASSIST WITH THIS PROCESS.**

The requirements for a boundary submission are as follows:

- (1) The AutoCAD .DWG file should contain a single, closed polyline showing the limits of disturbed area. In some instances, multiple polygons are acceptable if the individual project involves separate, noncontiguous areas of disturbance, which are relatively substantial distances apart or separated by permanent features such as a paved road or waterbody.
- (2) The polyline should be closed to its point of beginning, so that it forms a polygon when imported into GIS. List the properties of the boundary polygon before sending the file for review to ensure the polygon is closed to its point of beginning. Closing the project boundary using object osnap and selecting the POB endpoint DOES NOT CLOSE the polygon. To close the polygon completely, right click and select close when drawing the last line of the project boundary.
- (3) The closed polyline should be properly oriented North and properly scaled. This should not be an issue if all vertices are associated with verified state plane coordinates. See #5, below.
- (4) The "Named UCS" should be set to "World." GIS software automatically interprets .DWGs to be in the "World" UCS. When the .DWG is created, the supporting coordinate information that may have been used by add-on software packages to manage the coordinate geometry in AutoCAD is not transferred as part of the file. The result of which is that though the boundary may appear to be in state plane on your system, it is not when imported into our system. Often when this occurs, the Named UCS will appear as "Unnamed" when viewed in our system.
- (5) **MOST IMPORTANT** – **THE POLYLINE SHOULD BE CREATED IN OR ADJUSTED TO MATCH THE S.C. STATE PLANE COORDINATE SYSTEM (NAD 1983 – INTERNATIONAL FEET). EACH VERTEX SHOULD BE ASSOCIATED WITH A VERIFIED STATE PLANE COORDINATE. GENERALLY SPEAKING, THE "X" OR EASTING IS A 7-DIGIT NUMBER (NOT COUNTING DECIMAL PLACES) BETWEEN 1913700.00 – 2743157.00 AND THE "Y" OR NORTHING IS A 5 OR 6-DIGIT NUMBER (NOT COUNTING DECIMAL PLACES) BETWEEN 79142.00 – 902504.00. REGARDING THE NORTHING, IN PARTICULAR, IT IS MOST COMMONLY A 6-DIGIT NUMBER. IT IS ONLY A 5-DIGIT NUMBER IN THE MOST SOUTHERN PORTIONS OF BEAUFORT AND JASPER COUNTIES.**
- (6) The .DWG should contain annotation for at least one boundary vertex (preferably a property corner) listing the Easting (X) and Northing (Y) of that vertex. The presence of this annotation enables SCDHEC-OCRM to provide better assistance/guidance in correcting certain common mistakes.
- (7) The .DWG should be saved as version 2004 or earlier. 2006 versions are readable by our GIS software, however, in the event there is a problem with the boundary, SCDHEC-OCRM prefers to provide an explanation using an AutoCAD screen capture and, at present, we are using AutoCAD 2004 software to do this.

Graphic representations of boundary submission requirements are shown in the “BOUNDARY DETAILS” section of this document.

Accompanying the .DWG (**ITEM #1**) should be a completed Digital Boundary Details form (**ITEM #2**). The Digital Boundary Details Form is attached for your reference. Failure to include a completed Digital Boundary Details form may cause your boundary not to be processed. The form can be submitted as a MS Word document or Adobe PDF document, or the information outlined in the form can be included in the body of the email. **Please be certain that the project name listed on the submission form matches the project name listed on the application.**

**Items #1 & #2** should be attached to an email and sent to OCRM ([OCRMDIGBOUND@dhec.sc.gov](mailto:OCRMDIGBOUND@dhec.sc.gov)) and CC'd to the assigned staff member for the project territory, as follows:

- **BERKELEY, DORCHESTER, GEORGETOWN & HORRY COUNTY PROJECTS - WILL MCGOLDRICK** ([mcgoldwr@dhec.sc.gov](mailto:mcgoldwr@dhec.sc.gov))
- **BEAUFORT, CHARLESTON, COLLETON & JASPER COUNTY PROJECTS – CHRISTINE KOCZERA** ([koczerc@dhec.sc.gov](mailto:koczerc@dhec.sc.gov)) \*(See Below)

*\*For projects that are 0.5 (one-half) acre and less, within 0.5 (one-half) mile of a receiving waterbody in Beaufort, Charleston, Colleton and Jasper, please also CC WILL MCGOLDRICK ([mcgoldwr@dhec.sc.gov](mailto:mcgoldwr@dhec.sc.gov)). Administratively, these projects are handled differently and both territory coordinators need to be aware.*

CD/DVD's will be accepted in lieu of the email, but are not preferred. **NO FLOPPY DISKS WILL BE ACCEPTED.**

**NOI applications will not be accepted until OCRM has received an acceptable digital project boundary.** Acceptability will be based upon compatibility with our system and cooperation with the above specifications. Local land surveyors are available who may provide AutoCAD services, if an applicant does not have access to AutoCAD software in-house. SCDHEC-OCRM is not responsible for fees incurred.

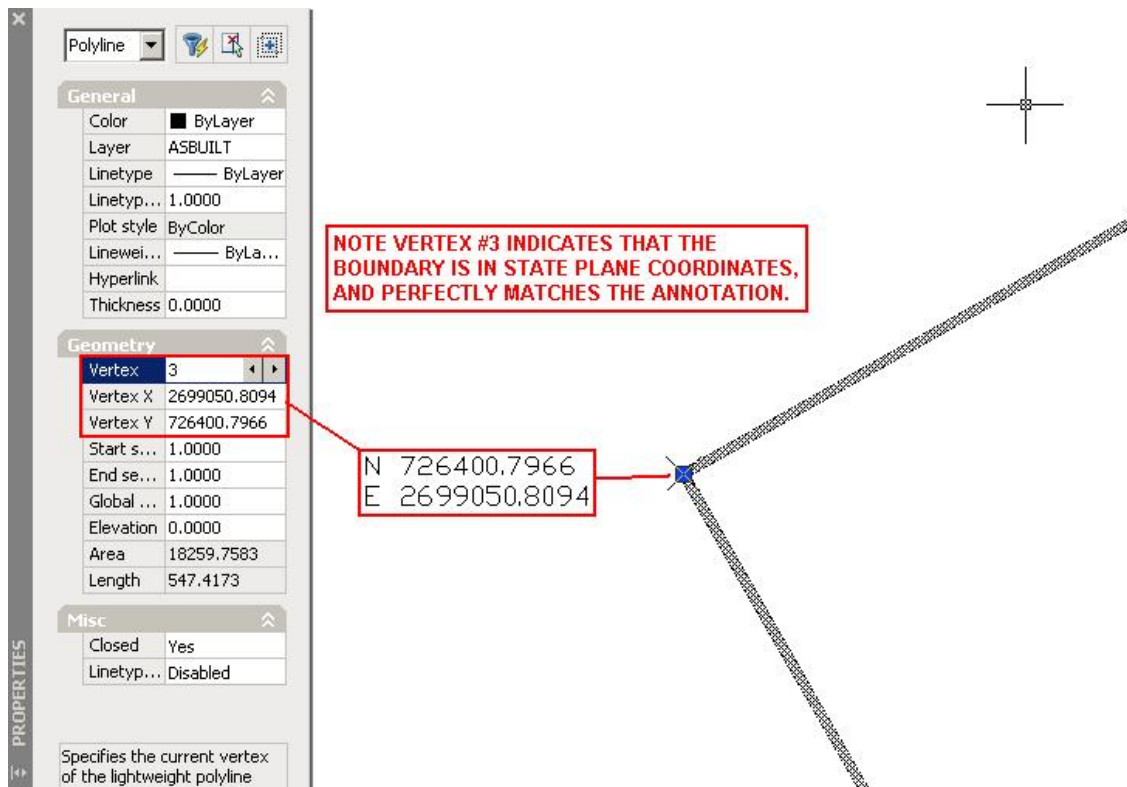
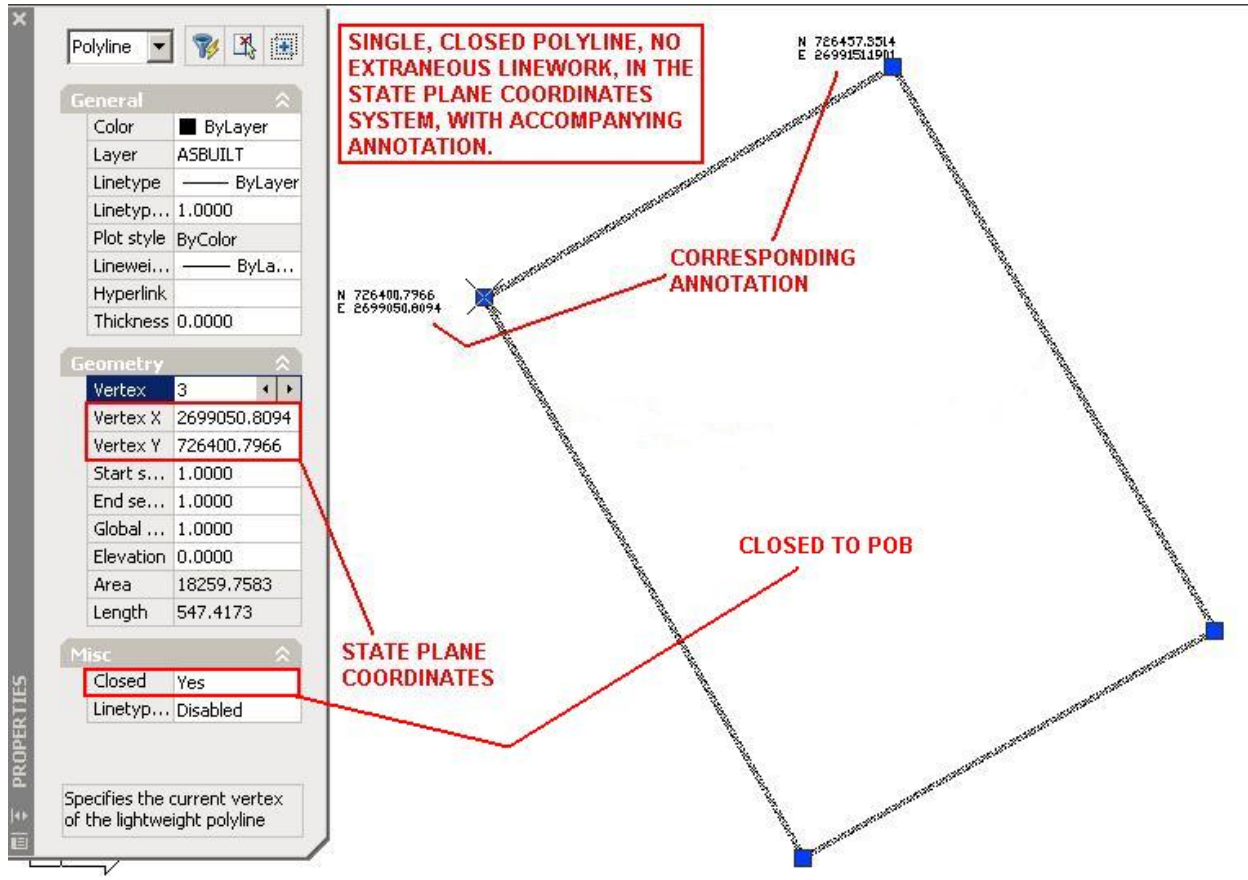
**SCDHEC-OCRM will regularly process boundaries on Mondays (until 3:00 PM) and Thursdays (until 3:00 PM).** Boundaries submitted after 3:00 PM on a given process day will not be reviewed until the next process day. For example, a boundary received at 5:00 PM on Thursday will not be evaluated until Monday morning. On some occasions, when workload allows or when specifically requested by SCDHEC-OCRM project managers, boundaries may be evaluated on other days of week or after the prescribed “cut-off” time of 3:00 PM.

For reference and file preparation purposes, SCDHEC-OCRM has made available for download an AutoCAD .DWG containing coastal zone county boundaries in the S.C. state plane coordinate system. These are generalized county boundaries and should only be used for reference and file preparation. The .DWG can be download from the SCDHEC-OCRM website: <http://www.scdhec.net/environment/ocrm/permit/stormwater.htm> .

For any data submission issues or questions, please contact Louis Jarvis, OCRM GIS Analyst, at [jarvisla@dhec.sc.gov](mailto:jarvisla@dhec.sc.gov). For your convenience, these instructions, along with the Digital Boundary Details form, will be posted at: <http://www.scdhec.net/environment/ocrm/permit/stormwater.htm>. OCRM suggests that you periodically check for new versions of digital boundary instructions, as contact information and procedures may change.

## BOUNDARY DETAILS

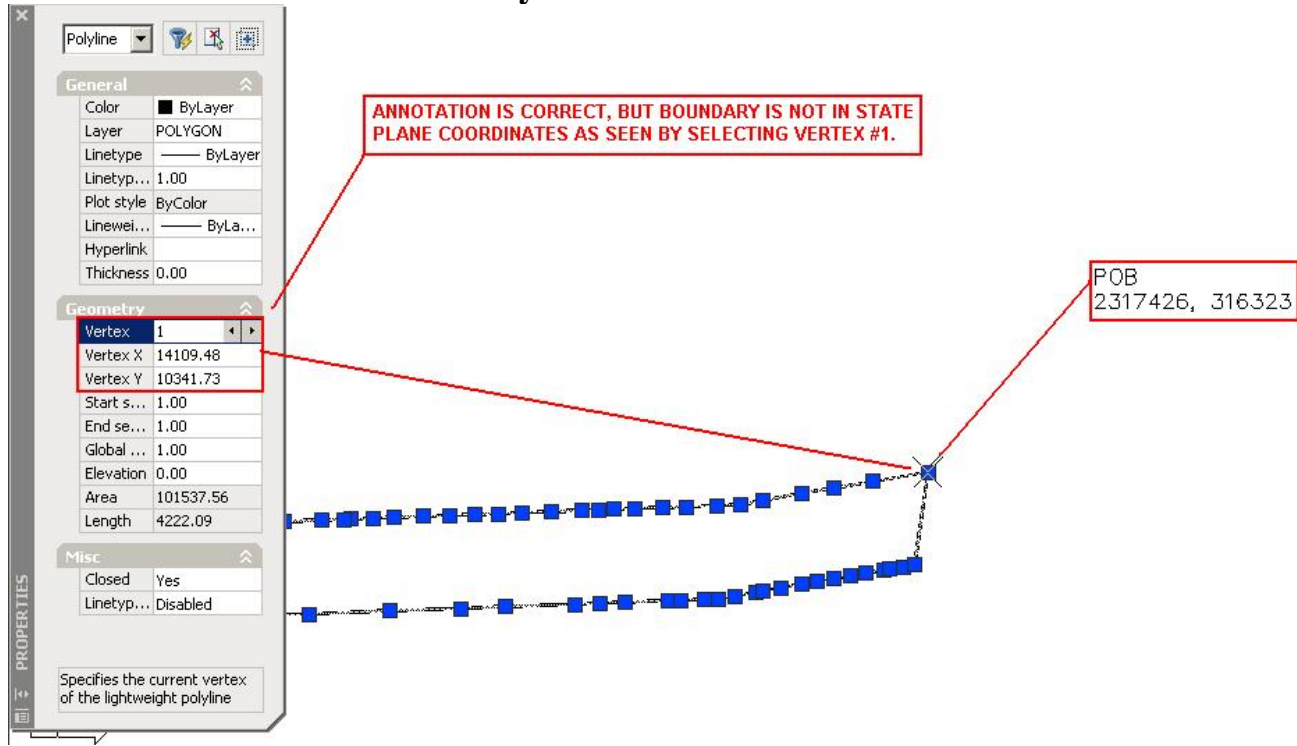
Below is an example of a preferred boundary submission.



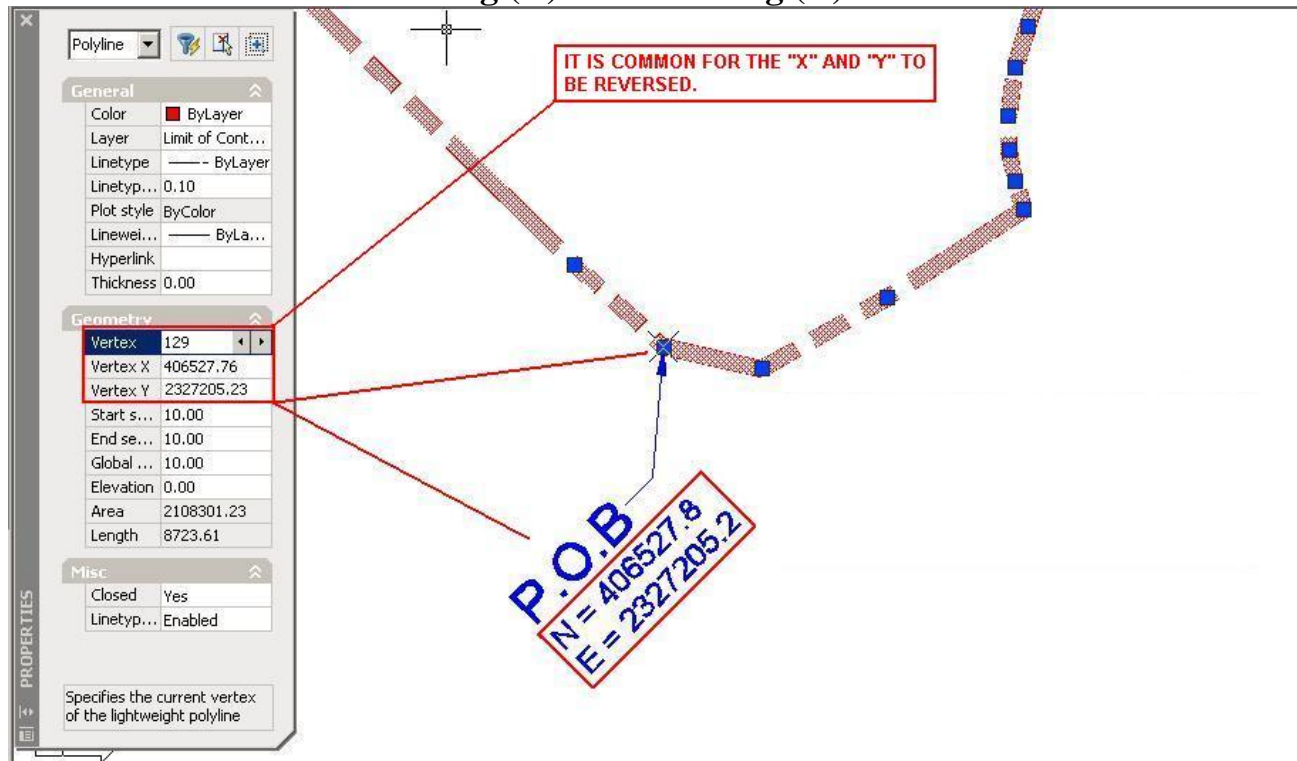
(Updated March 13, 2008)

Below are common mistakes to avoid.

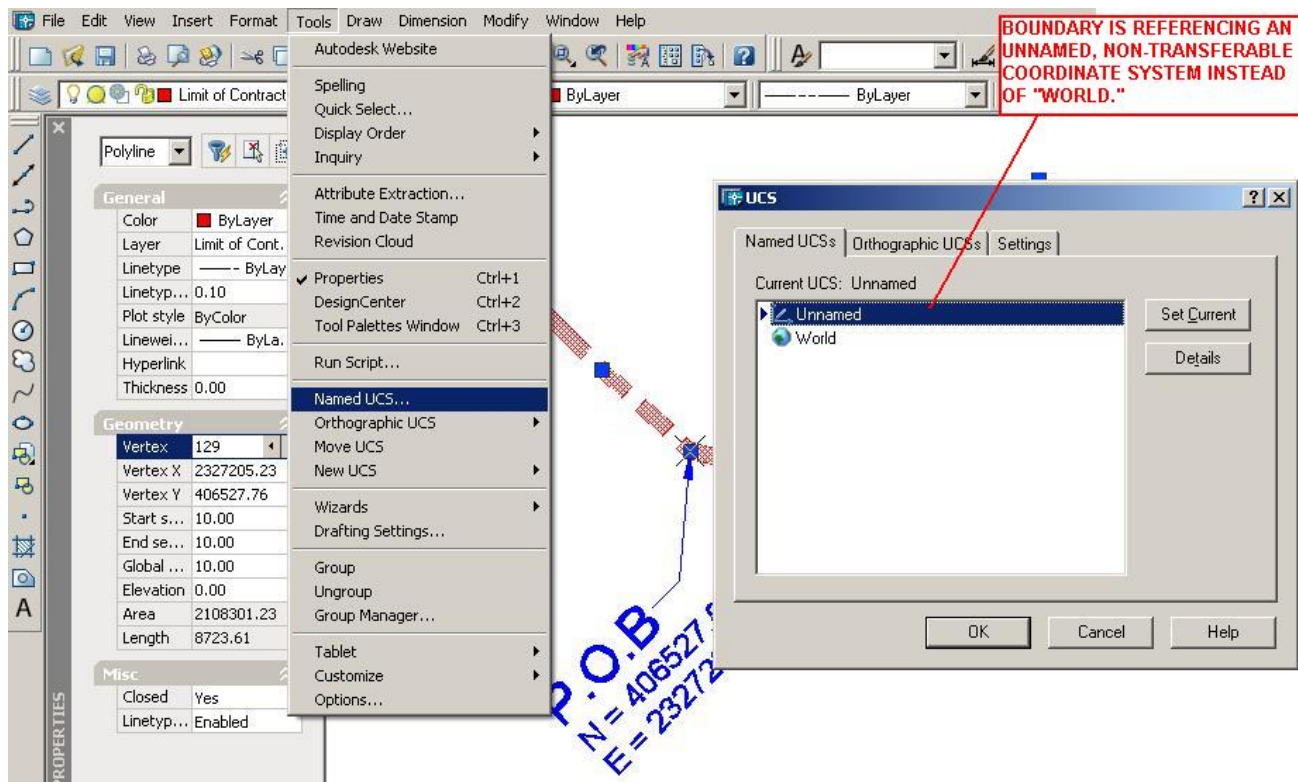
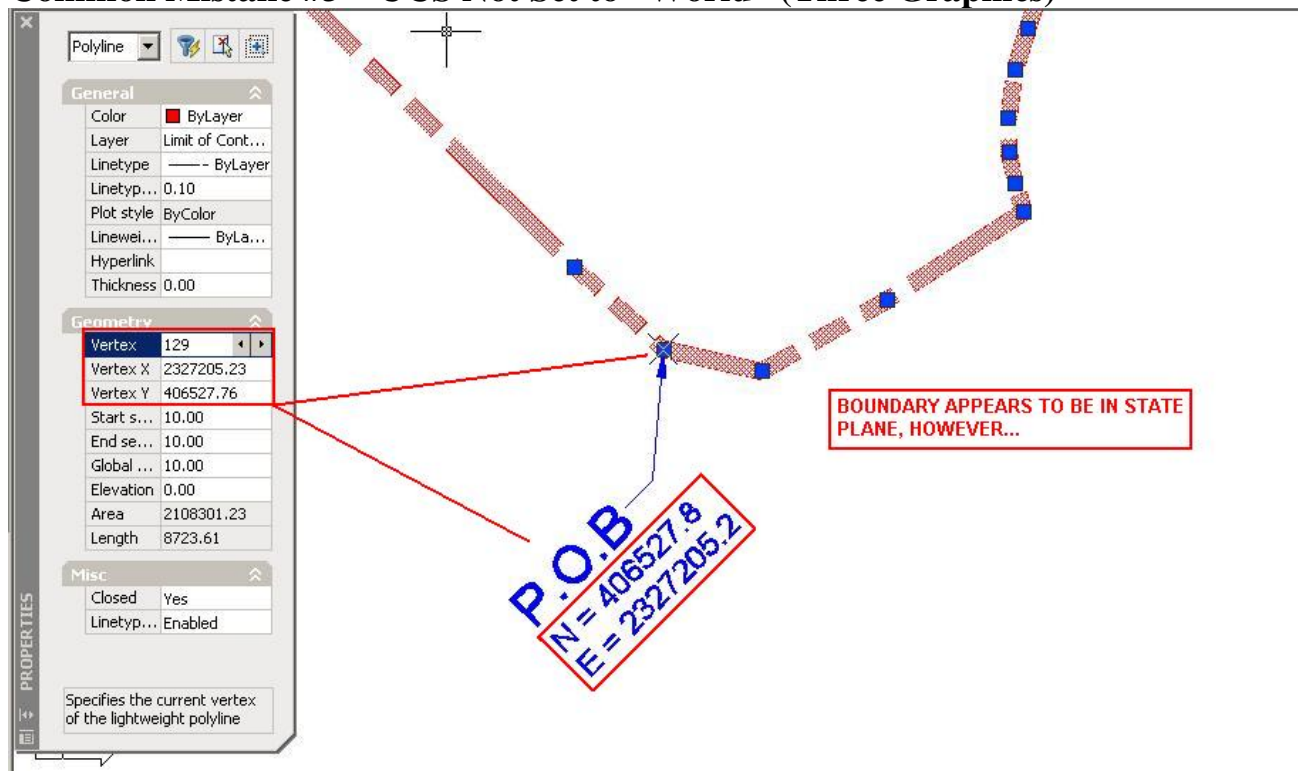
### Common Mistake #1 – Boundary Not in State Plane Coordinates



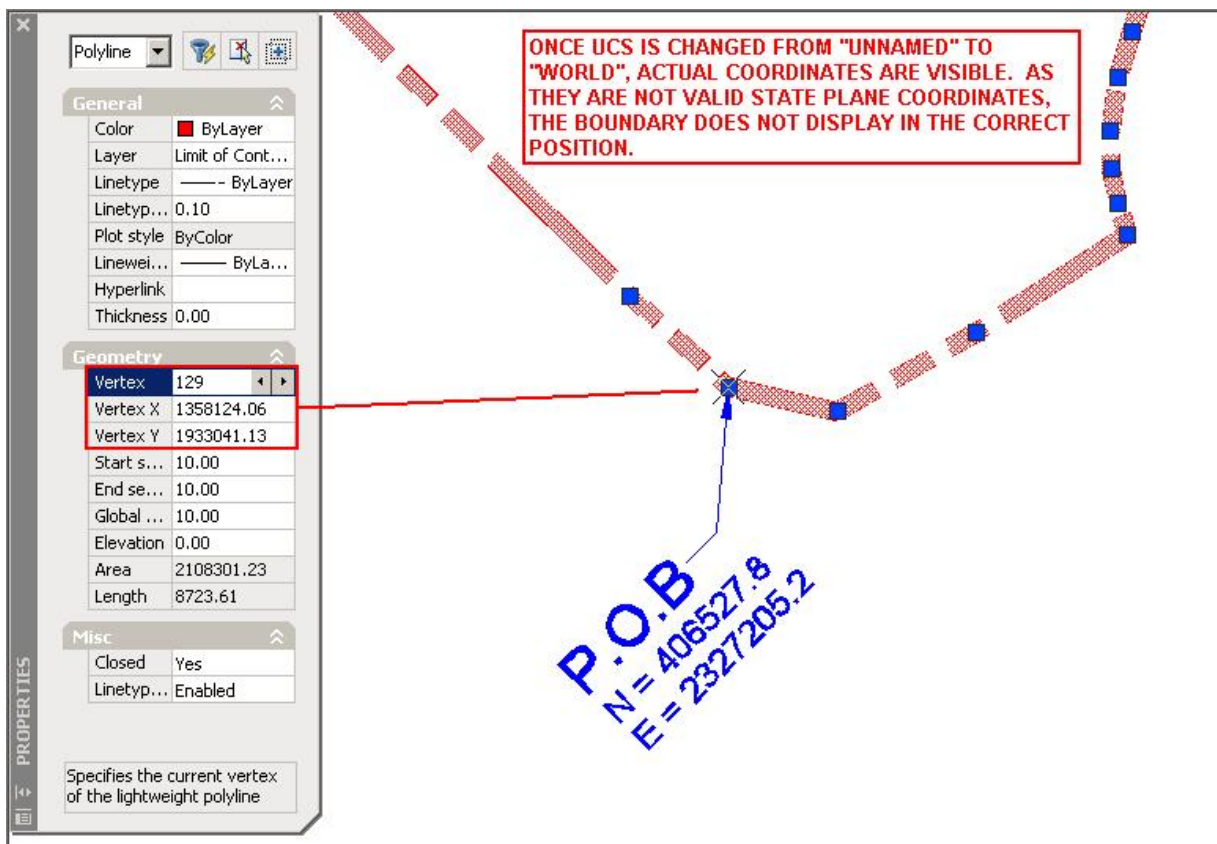
### Common Mistake #2 – Easting (X) and Northing (Y) are Reversed



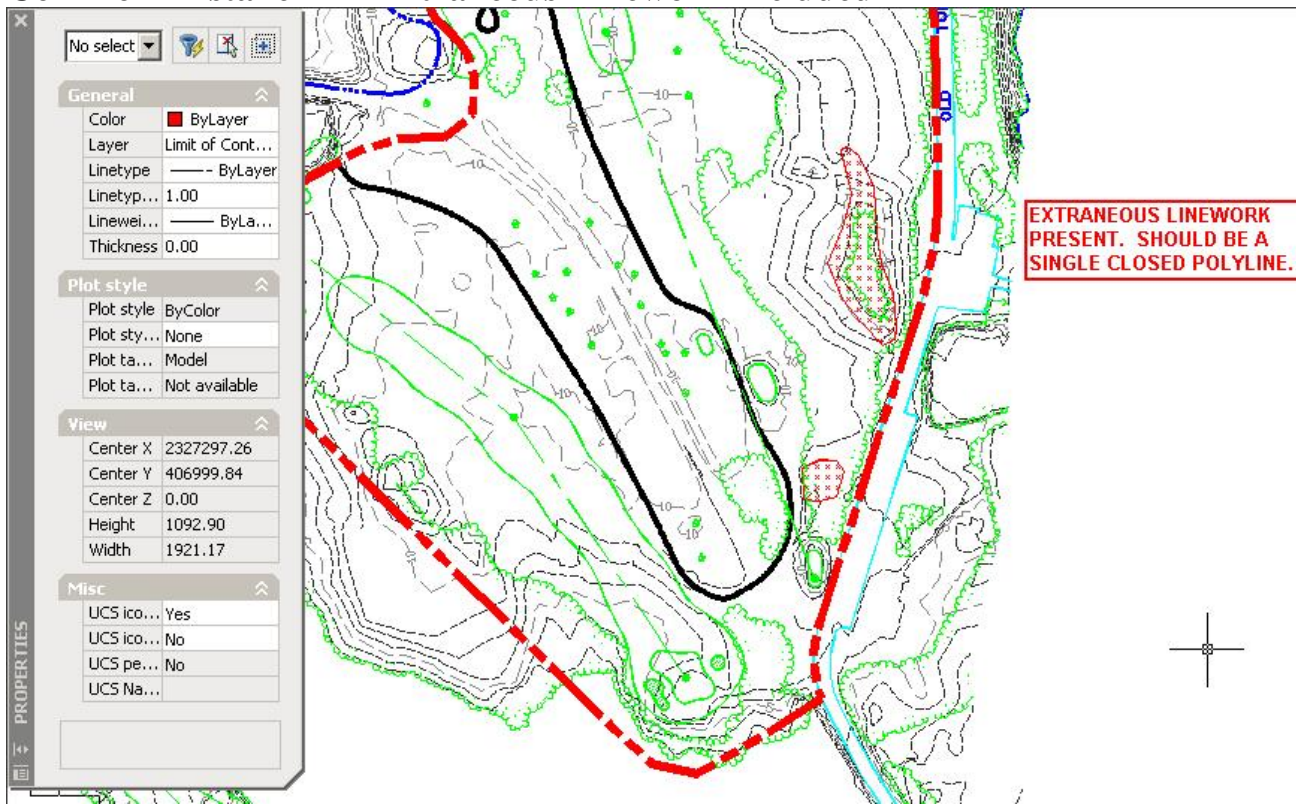
### Common Mistake #3 – UCS Not Set to “World” (Three Graphics)



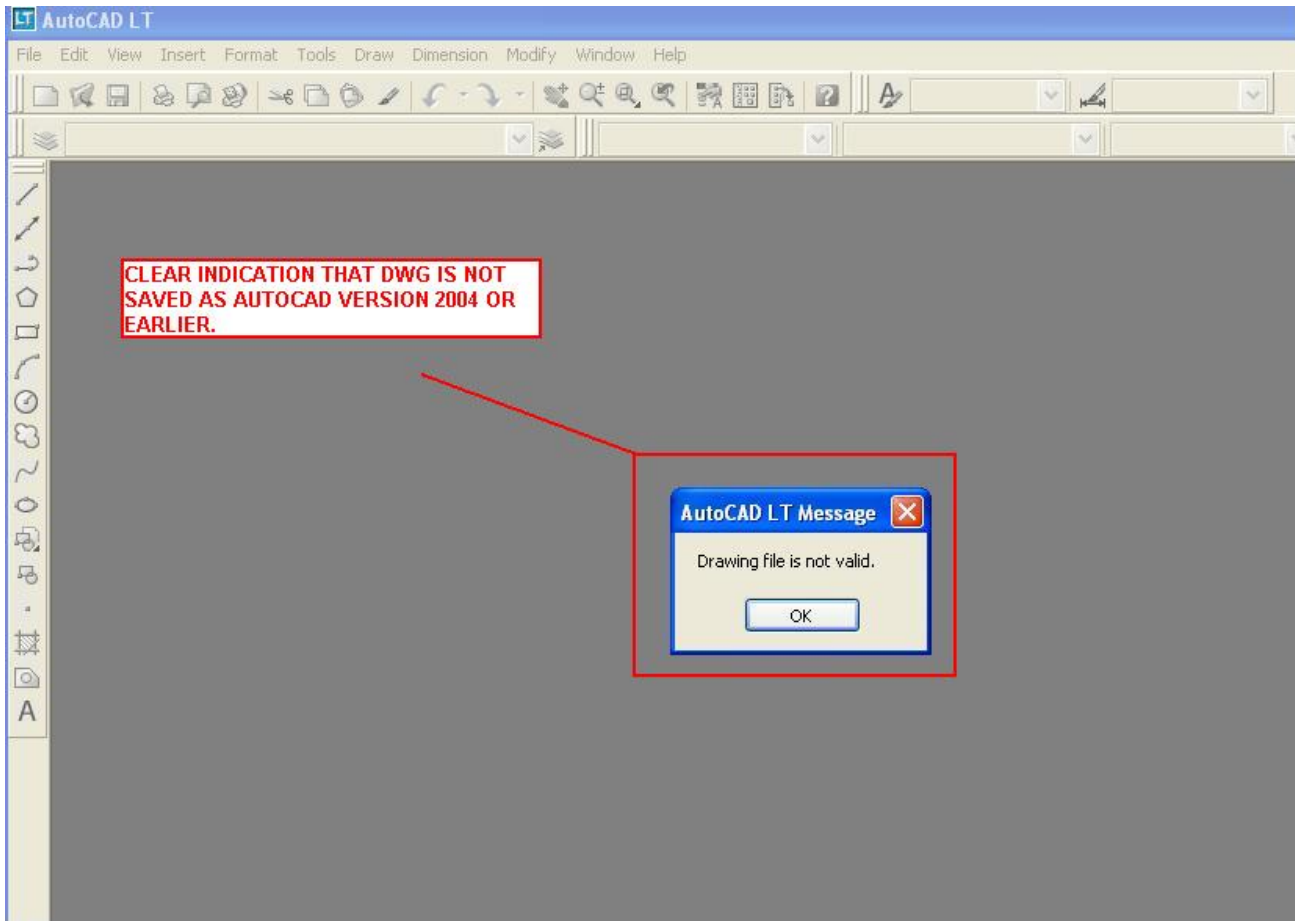




## Common Mistake #4 – Extraneous Linework Included



## Common Mistake #5 – .DWG Not Save as AutoCAD 2004 or Earlier Version



## **DETAILS FOR DIGITAL BOUNDARY SUBMISSIONS REPRESENTING LAND DISTURBING ACTIVITIES**

- 1) PLEASE PROVIDE THE INFORMATION REQUESTED BELOW IN **UPPERCASE** LETTERING.
- 2) PROJECT NAME **MUST** CORRESPOND TO PROJECT NAME LISTED ON NOI.
- 3) PLEASE AVOID USING SPECIAL CHARACTERS SUCH AS “@” IN THE PROJECT NAME WHENEVER POSSIBLE, UNLESS THIS CREATES A CONFLICT WITH #2.
- 4) PREFERRED SYNTAX FOR MULTI-PHASE PROJECTS IS AS FOLLOWS:  
“SAMPLE SUBDIVISION – PHASE I”

NOT

“PHASE I – SAMPLE SUBDIVISION”

“SAMPLE SUBDIVISION PH. 1”

“SAMPLE SUBDIVISION PH-1”

**THIS IS NOT MANDATORY - JUST A PREFERENCE.** IF YOU CHOOSE TO USE ANOTHER SYNTAX, PLEASE TRY TO USE THAT SAME SYNTAX FOR EACH SUBSEQUENT PHASE AS IT ASSISTS SCDHEC-OCRM WITH PROJECT TRACKING.

DATE:

PROJECT NAME:

COUNTY:

PARENT PARCEL/TMS#:

PREPARED BY (FIRM NAME):

ENGINEER OF RECORD (WITH EMAIL):

PROPERTY OWNER (WITH ADDRESS, PHONE NUMBER AND EMAIL):